(3) Clinic Admin

Are you the administrator for the clinic?

In this manual you will be known as the **Clinic Admin**.

In your role as Clinic Admin your tasks are to:
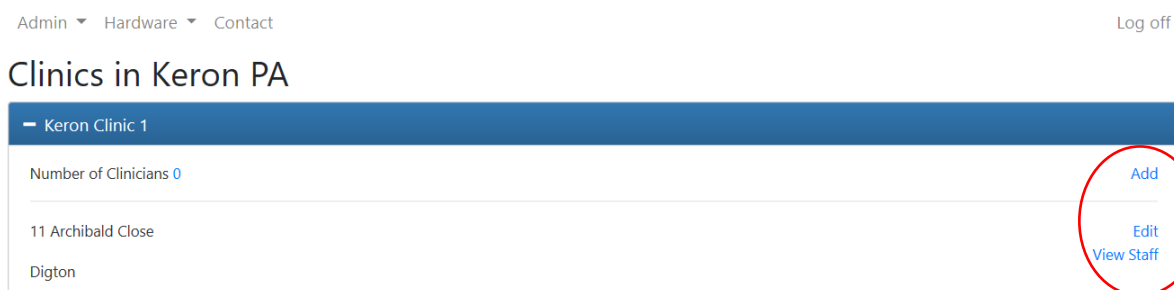
Add clinicians to the database
1. Edit staff details
2. View orders for Zenalysers and ZenDroid computer tablets
3. Receive notification of annual recalibration for the Zenalyser (if you wish to)

You will be sent a username (your email address) and a password.

- o type data.zenamed.co.uk into the address bar of your computer
- o enter your username and password into the ZenaMed Data Portal
- ➢ click **Log in** to enter the ZenaMed Database

You will be taken to the '**Clinics**' page. **THIS IS YOUR MAIN PAGE**

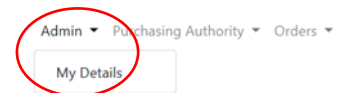## 1. It is your job to keep the Clinics table up to date

- ➢ click 'Add' to a member of staff to the clinic and allocate their role i.e. Clinician, PA Admin
  - o enter the staff member's details, choose their role and click the '**Create**' box

  To add an *existing clinician* to a new clinic
- ➢ click on the number next to 'Number of Clinicians' at the top left of the table ('0' in the example above). You will be given the option to add a new clinician, or to add an existing clinician. To add an existing clinician type in the box the clinician's email address and then get them to enter their password. They will now be added to the new clinic

- ➢ click 'Edit' to edit the details of a clinic – including date format and time zone

- ➢ click 'View Staff' to view the staff in a clinic. Use the buttons on the right of the table to:
  - o 'Edit' their details
  - o 'Delete' a member of staff
  - o 'Details' to see a staff member's details and their roles

2. You can now move to other pages in the ZenaMed Database:

- ➢ click **Admin**
- ➢ click **'My Details'**

  - ➢ click [Change your password] if you want to

  - ➢ click [Change] or [Remove] your telephone contact details

  - ➢ click 'Enable' if you want two **two-factor authentication** to enter the ZenaMed Data Portal i.e. your password (your email address) plus a code
    - o if two-factor authentication is enabled the next time you log in you will be asked if you want to receive a code by email or phone
    - o submit your choice
    - o the code will then be sent to you
    - o enter the code
    - ➢ click '**Submit**' to enter the ZenaMed Data Portal

  - ➢ **click [Change notification preferences]** if you want to be notified that a Zenalyser is due for annual recalibration

  - ➢ click '**Save**' button when you have managed each account setting

- ➢ click **Hardware**

  - ➢ click '**View ZenDroids**' to see which ZenDroid tablets belong to your clinic
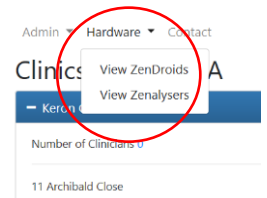
  - ➢ click '**View Zenalysers**' to see which Zenalysers belong to your clinic

  You can also see if a Zenalyser is assigned to one client
    - o Unassign – click if you want to unassign a Zenalyser from a client and free it up for clinic use or for it to be assigned to another client

- ➢ click '**Contact**' to go to the '**Contact ZenaMed**' page

Exercises using the ZenMed Database as the Clinic Admin

Enter the ZenaMed Database:
- o type data.zenamed.co.uk into the address bar of your computer
- o insert your username (email address) and password into the ZenaMed Data Portal
  - ➢ click Log in to enter the ZenaMed Database

Exercise 1: add a clinician to the clinic and allocate the Clinician role to them

Exercise 2: check to see if any of the Zenalysers are assigned to one client - if so, unassign it

Exercise 3: write down the details of the Zenalysers and ZenDroids allocated to your clinics

Exercise 4: change your password

Exercise 5: change your notification preferences so that you will receive an email when a Zenalyser is due for recalibration

Exercise 6: edit a clinic and change the data format and time zone